

# Student Enrolment Terms and Conditions

## Certificate 3 Guarantee & Higher Level Skills Program

1. The following terms and conditions represent the agreement between you and EIM Training Pty Ltd for the provision of your course.
2. By signing the Program Application Form you accept the agreement. The date you sign the Program Application Form is the Agreement Date.
3. By accepting the agreement you:
  - a. Agree to comply with EIMT Student Policies and Procedures as outlined in the Student Handbook.
  - b. Confirm that you fulfil all entry requirements for the course in which you are applying for.
  - c. Confirm that you fulfil all eligibility requirements for the Certificate 3 Guarantee program.
  - d. Agree to pay the co-contribution fee before the commencement of your course.
  - e. Acknowledge and accept the Schedule of Administrative Fees.
  - f. Acknowledge that funding under the Certificate 3 Guarantee or Higher Level Skills Program will only be offered to you once and on completion of the course you will no longer be eligible for further funding under the same program.
  - g. If it has been found that you have previously received funding, payment in full will be required.
4. Upon payment of the co-contribution fee, EIMT agrees to:
  - a. Process your application for the relevant course.
  - b. Allocate you to trainers who will provide training and assessment support throughout the course.
  - c. Supply you with initial course material and resources for your course.
  - d. Provide access to learning and administrative support.
  - e. Grade your assessments/units.
5. EIMT will provide you with course materials for subsequent units of competency for your course as you successfully complete your units.
6. On successful completion of all units of competency, EIMT will issue you appropriate certification for your course within 30 days of your trainer and assessor marking your last unit competent.
7. EIMT may make changes to your course, course materials and the EIMT Student Policies and Procedures as reasonably required in accordance to ASQA and the Standards for Registered Training Organisations (RTOs) 2015. EIMT may also make reasonable changes to the Schedule of Administrative Fees.
8. To pay the co-contribution fee you must pay all fees on or before the date of course commencement via either direct debit or credit card. Payments made by credit card will incur a 1.5% surcharge.
9. If you fail to pay any part of the co-contribution fee by the due date, EIMT reserves the right to withhold processing of your enrolment application and subsequent course commencement.

10. EIMT reserves the right to all the content of the course materials, including copyright and all other such intellectual property rights contained therein remain the property of EIMT or a nominated third party. You may not reproduce any part of the course materials without the prior written consent of EIMT.
11. The maximum duration of your course is specified in the course brochure and confirmation of enrolment correspondence. In the event that you do not complete the course by the expected completion date, your enrolment will expire. If you wish to extend your course beyond the expected completion date, you must:
  - a. Have paid the co-contribution fee in full.
  - b. Submit a Request for Extension form prior to the expiry date.
  - c. Pay any additional fees as outlined in the Schedule of Administrative Fees.

*A maximum extension of three (3) months will be granted. Please note extensions are subject to availability and EIMT retains the right to refuse an extension at its absolute discretion.*
12. If you wish to terminate your studies before the completion of your course, you must notify EIMT in writing by submitting a Cancellation Form. Refer to the Schedule of Certificate 3 Guarantee Fees, Charges and Refunds regarding refunds ([www.eim.edu.au](http://www.eim.edu.au)).
13. In the event that you need to defer your course for a period of time, you will need to submit a Deferral Request form. Your course can only be deferred for a maximum period of three months, thereby extending the maximum duration of your course. No refund of Course Fees will apply and you will still be liable for all payments due under this Agreement.
14. If your course contains a mandatory work placement:
  - a. You are encouraged to find your own work placement, however EIMT will assist with this process if needed. EIMT will assess the suitability of any workplace you have identified and will secure the vocational placement agreement.
  - b. EIMT will make reasonable efforts to organise for assessment to be conducted in your approved workplace.
  - c. Your allocated trainer must be notified ten days in advance if you are unable to attend your workplace on the agreed date of training and/or assessment. Failure to attend or cancellation within 10 days may result in an administrative fee as outlined in the Schedule of Administrative Fees.
  - d. You must complete all mandatory work placement assessments within the duration of your course.
15. If you are under 18 years of age, your parent or guardian must sign the Program Application form.